

**DEPARTMENT OF CONSUMER AFFAIRS**  
**COURT REPORTERS BOARD OF CALIFORNIA**  
**MINUTES OF THE OPEN SESSION FEBRUARY 8, 2002**

**CALL TO ORDER**

Ms. Julie Peak, Chair, called the meeting to order at 9:10 a.m. at the Hyatt Regency Hotel in Monterey.

**ROLL CALL**

**Board Members Present:**

Julie Peak, Chair, CSR  
Karen Gotelli, Vice Chair, Public Member  
Alfred Knoll, Public Member

**Board Members Absent:**

None

**Staff Present:**

David E. Brown, Executive Officer  
George Ritter, Staff Legal Counsel  
Connie Conkle, Executive Assistant  
Gail Jones, Enforcement Coordinator

**INTRODUCTION OF EXECUTIVE OFFICER**

Ms. Julie Peak introduced Mr. David Brown as the new Executive Officer for the Board. Mr. Brown has 30 years of government experience including a number of assignments with other board licensing programs.

**MINUTES**

The minutes of the October 12, 2001 and January 4, 2002 open session were approved on a motion by Mr. Al Knoll. Ms. Karen Gotelli seconded the motion; **MOTION CARRIED.**

**LEGAL COUNSEL REPORT RE: CHANGES TO THE BAGLEY-KEENE OPEN MEETINGS ACT**

Mr. George Ritter, staff legal counsel, reported on two changes to the Bagley-Keene Open Meetings Act. The first change allows state agencies or boards to have a teleconferenced meeting regardless of the situation. However, every place a board member is located and is participating in the meeting must be open to the public. Also, the Act now defines a state body as a majority of the board present

when determining if the board can have a meeting. Mr. Ritter also stated another change was made to the Act regarding emergency and special meetings. The ten-day notice requirement can be reduced to 48 hours if an issue has to be addressed immediately. In addition to mailing an agenda within ten days of a meeting, state agencies are now required to post the agenda on their web site within ten days.

## LEGISLATION

AB269: Mr. Brown reviewed the history and content changes of the bill to the board. After a brief discussion, Mr. Knoll motioned for staff to send a letter of support to Assemblyman Correa. Ms. Gotelli seconded the motion; **MOTION CARRIED.**

SB805: Mr. Brown summarized the history and current status of the bill. Discussion ensued regarding changes the sponsor (California Court Reporters Association) will be making to the bill as well as concerns the board had regarding the bill. The Board agreed to wait until the new amendments are published and address the changes at that time.

SB1244: Mr. Brown stated the bill would add language to the Business and Professions code requiring the Governor to fill vacancies on a board within 30 days of the date in which the vacancy occurred. No action was taken.

AB2808: Mr. Brown stated this bill was chaptered approximately 18 months ago and required the board to perform a study on the need to register and regulate court reporting corporations. The study is due July 1, 2002. Mr. Brown outlined some of the options the Legislative unit had suggested to the board regarding meeting this deadline. After a brief discussion, Mr. Knoll motioned for staff to draft language and seek a bill to extend the time of the study and also to hire an independent consultant. Ms. Gotelli seconded the motion; **MOTION CARRIED.**

Mr. Knoll motioned for staff to propose language to the Department without over site from the board. Ms. Gotelli seconded the motion; **MOTION CARRIED.**

## REGULATIONS

Mr. Brown stated the pending regulations regarding the criteria of court reporting schools; qualifiers and distance learning also requested additional staffing levels to help with the enforcement oversight activity. Due to the hiring freeze, Consumer and Service Agencies has held over the regulation package until the board addresses the question of how the board will implement the regulations without the additional staff. After further discussion, Mr. Knoll motioned for staff to move forward with the regulations and draft letter to explain the position of the board. Ms. Gotelli seconded the motion; **MOTION CARRIED.**

Mr. Brown stated another regulation is to repeal Section 2411 (a)(1)(a) and add Section 2412 regarding qualifier exams and also technical amendments to Section 2418 (e). He stated the next step for the package would be to go through the signature process at the Department and the Office of Administrative Law.

### RECESS

At 10:24 a.m., Ms. Peak requested a ten-minute recess.

### RECONVENED

The board reconvened at 10:35 a.m.

### EXECUTIVE OFFICER'S REPORT

Budget: Mr. Brown stated a new requirement for all state agencies is for each agencies web site should look like the Governor's web page. He stated the conversion process is estimated to take 40 hours with a cost of \$3,000. He also stated the Office of Examination Resources would be reimbursing the board for services that have not been rendered in the amount of approximately \$12,000.

Examinations: Mr. Brown reviewed the statistical report from the November 2001 examination. Ms. Peak asked staff why the successful candidate list was not mailed to interested parties as in previous exams. After a brief discussion, Mr. Brown stated staff would research why this practice has been discontinued and report back to the board at the next meeting.

Mr. Brown stated the Office of Examination Resources has completed the first draft of the Occupational Analysis. He stated he would like to have the participants meet as a group to review the first draft and submit any changes or revisions to Exam Resources. Ms. Peak requested a copy of the first draft.

Licensing: Mr. Brown reviewed the statistics regarding the current amount of court reporters issued a CSR number in the state. He also provided the board with examples of possible plastic licenses that can be used to replace the current paper licenses. Mr. Brown questioned the board why the licenses were renewed every year versus every other year. Mr. Knoll requested Mr. Brown to report to the board on the ramifications of changing the renewal time period from one year to multiple years.

Enforcement: Mr. Brown stated staff had a meeting with the Deputy Attorney General liaison for an outline of what staff needed to do as an enforcement regulatory agency in the types of items that they look for and information that could be useful in an action. Mr. Brown expects the board to have additional meetings in the future.

Communications: Mr. Brown requested direction from the board on how the board would like the brochure "For the Record" disseminated to the public. After a brief discussion, Ms. Peak recommended sending the brochures to the court reporting associations. Mr. Brown also stated the brochure would be posted on the web site.

Mr. Brown reviewed the statistics from December 2001 on the number of hits for the board's web page. He also discussed the practice of posting non-governmental information i.e. association calendars on the board's web page. Mr. Ritter advised the board that posting such information was not consistent with appropriate use of governmental resources. After further discussion, the board agreed to remove association calendars but retain links to the association websites.

### REPORT ON BOARD'S SUBCOMMITTEES

Ms. Peak reviewed the current standing subcommittees of the board:

Technology - Karen Klein, Chair. Ms. Peak stated Mr. Knoll expressed interest in the committee and would like to appoint him as vice chair until he is comfortable in taking over the committee.

Student Recruitment - Ned Branch, Chair. Ms. Gotelli will serve as vice chair and is currently working with Mr. Branch on recruitment issues.

Education - Julie Peak, Chair.

Continuing Education - Denise Doucette, Chair. Ms. Peak stated this committee would not be active this year.

Ms. Peak stated the board would be creating an advisory committee in order to help staff with addressing some of the questions that are presented by court reporters. Ms. Denise Doucette will chair the committee and Ms. Peak and Mr. Brown will be accepting applications for the committee. She stated the board would also be creating an academic exam construction committee. Mr. Ron Clifton will act as chair and Ms. Peak will vice chair. Ms. Peak stated the board would be accepting applications for this committee as well.

Ms. Peak stated the board would also consider two additional committees, enforcement and a legislative committee. More information will be provided at the next meeting.

Mr. Knoll stated the board would need to appoint a board member liaison to evaluate Mr. Brown's performance. Ms. Peak requested Mr. Knoll to draft procedures for evaluating the Executive Officer and provide them to the board at the next meeting. Mr. Knoll also suggested the board would need to schedule a strategic planning session. Ms. Peak requested staff to provide board members

with a copy of the last strategic plan as well as a copy of the Department's strategic plan. Mr. Brown suggested the board would also need to review the board's policies.

### FUTURE MEETING DATES

The board agreed on the following meeting dates:

- ◆ The April 25, 2002 board meeting has been changed from 6 p.m. to 3 p.m.
- ◆ Strategic Planning Session - May 10 (half day) and 11, 2002. Location to be determined.
- ◆ Next board meeting in conjunction with July or August examination.

### PUBLIC COMMUNICATIONS

Ms. Stephanie Grossman asked the board what was the current status of the deposition summary regulations. Ms. Peak stated that the regulations would be addressed at the next board meeting. Also, Ms. Grossman asked if the board had corrected the misunderstanding with staff in regard to working in California without a CSR license. Ms. Peak stated staff had addressed the issue with legal counsel. After further discussion, Ms. Peak requested Mr. Ritter to provide the board with a legal opinion.

### RECESSED TO CLOSED SESSION

At 11:42 a.m., the board recessed to closed session.

### RECONVENED

The board reconvened in open session at 12:03 p.m.

Ms. Peak stated in closed session the minutes of October 12, 2001 and January 4, 2002 were approved. She stated the board also approved two stipulated settlements regarding Kimberly Goldsberry, case #99010104 and Yvette Owens, case #2001-09 with the board to receive bi-annual reports from staff.

\_\_\_\_\_  
JULIE PEAK, Chair

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DAVID E. BROWN,  
Executive Officer

\_\_\_\_\_  
DATE